NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

April 24, 2015
9:00 a.m. - 11:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. **Discussion and Review of FY16 Preliminary Budget**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Pat Lopez, Interim Finance Director. *Attachment.*

B. **Minutes from March 27, 2015**
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Memorandum

To: Chairman Tim Vigil and Members of the Finance Sub-Committee

From: Anthony J. Mortillaro, Executive Director

CC: Pat Lopez, Interim Finance Director

Date: April 17, 2015

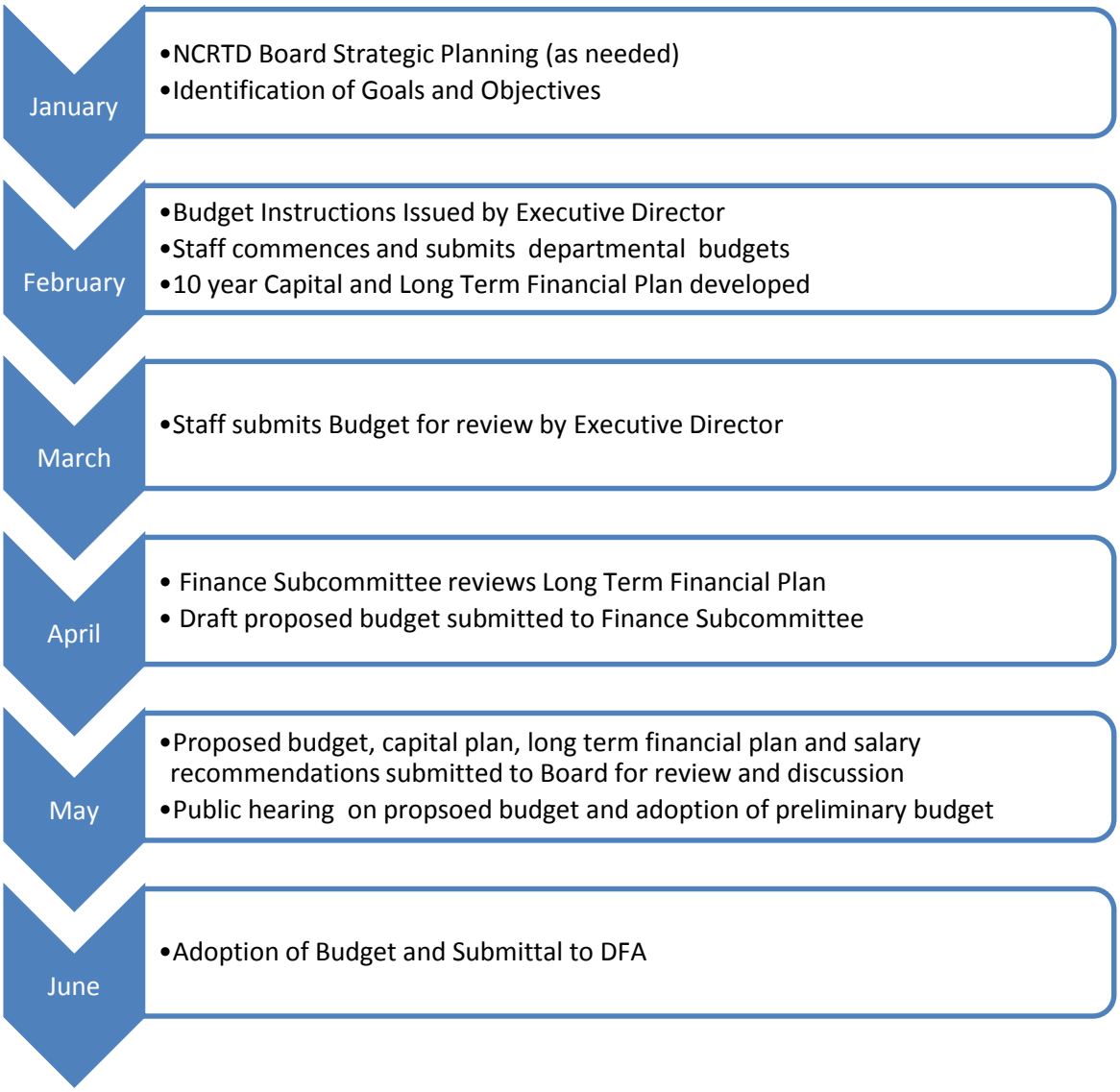
Re: **Proposed Fiscal Year (FY) 2016 Budget**

Recommendation: Discussion only. The Finance Subcommittee should consider a motion recommending a proposed preliminary FY 2016 Budget for the Boards consideration at the May 1, 2015 meeting.

Attachments: Proposed FY 2016 budget
Budget Calendar FY 2016

Budget Calendar

The budget calendar allows NCRTD to develop and implement a set of processes that will facilitate the creation, review, modification and adoption of a proposed budget. The budget calendar identifies the various tasks involved in the budget process and ensures that the information provided will be properly integrated, the process will be kept on schedule, and all parties will be aware of their responsibility in advance.


January
•NCRTD Board Strategic Planning (as needed)
•Identification of Goals and Objectives
February
•Budget Instructions Issued by Executive Director
•Staff commences and submits departmental budgets
•10 year Capital and Long Term Financial Plan developed
March
•Staff submits Budget for review by Executive Director
April
• Finance Subcommittee reviews Long Term Financial Plan
• Draft proposed budget submitted to Finance Subcommittee
May
•Proposed budget, capital plan, long term financial plan and salary recommendations submitted to Board for review and discussion
•Public hearing on propsoed budget and adoption of preliminary budget
June
•Adoption of Budget and Submittal to DFA

The Mission of the North Central Regional Transit District is to provide safe, secure and effective public transportation within North Central New Mexico, in order to enhance the quality of life of our citizens, by providing mobility options and to spur economic development throughout the region.

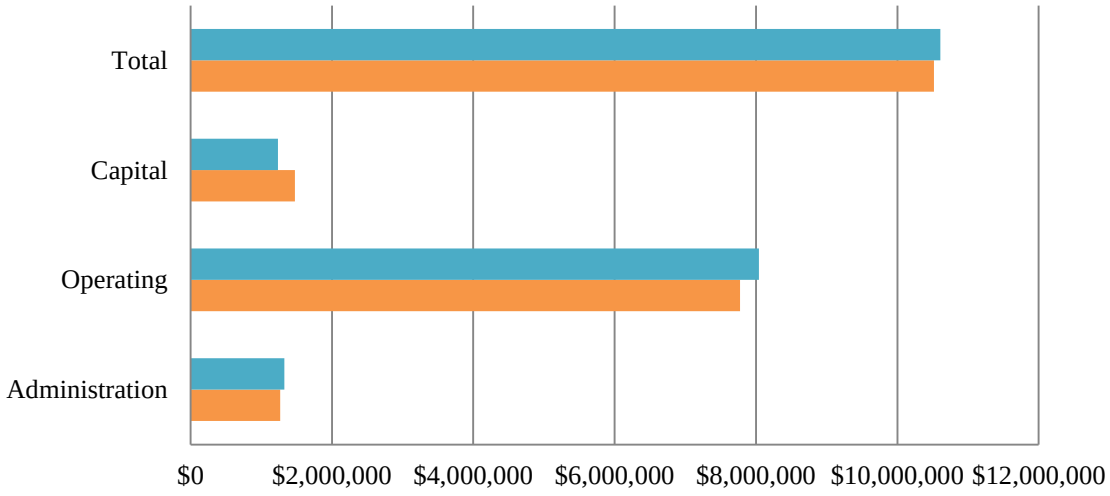
EXECUTIVE DIRECTOR'S BUDGET MESSAGE

Dear Board of Directors and Citizens of the North Central Regional Transit District:

I am pleased to present for your review and consideration the North Central Regional Transit District (NCRTD) proposed Budget for Fiscal Year (FY) 2016. The proposed budget reflects compliance with the Finance Policies, direction provided to staff on an ongoing basis by the Board and the Long Term Financial and Strategic Plan (LTFP) and adopted Capital Investment Plan (CIP).

Expenditures

The proposed budget is balanced for FY16. Overall expenditures for FY 16 total $10,609,422. In comparison, the budget as amended for FY 15 totaled $ 10,516,336. The FY 16 budget represents an increase of $ 93,086 or (.88%) over FY 15 spending. The budget as presented provides for the continued implementation of new and modified routes as adopted in April, 2014 by the Board within our Service Plan Update as well as the addition of several new trial routes (Mountain Trail and La Cienega/Los Golondrinas), capital investment and the maintenance of existing service levels. Of the total expenditures, $4,447,190 (64%) is allocated within the Operating budget and related to the NM Rail Runner Express, Los Alamos Atomic City Transit and Santa Fe Trails to fund regional services they provide as approved by the Board.



	Administration	Operating	Capital	Total
2016 Prop.	$1,328,354	$8,043,230	$1,237,838	$10,609,422
2015 Budg.	$1,269,295	$7,772,213	$1,474,828	$10,516,336

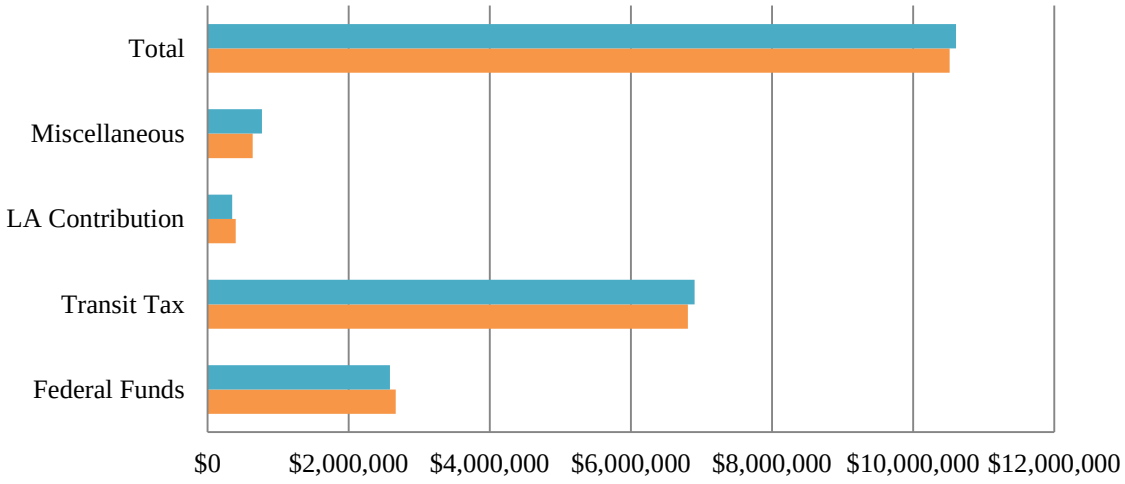
For FY 16, changes in the State Health Insurance plan will result in a 3% increase in premiums projected to take place in January 2016, which will increase both the District and Employees contributions. In addition, changes in contribution levels for the State Public Employees Retirement

Association (PERA) that occurred last year and that were agreed to in the Collective Bargaining Agreement was applied to all employees, and will be fully realized in this year's budget. Lastly, the District's Collective Bargaining Agreement provided for a 2% increase for Fiscal Year 2016. A 3% increase is budgeted for non-represented employees that is distributed in accordance with the Performance Matrix that is adopted annually by the Board. As in previous years the fluctuation of fuel prices as well as a modest increase in other general expenses overall have been incorporated into this proposed budget.

The FY 16 budget anticipates continued capital investment in replacing the fleet that has met its useful life and which will provide for the replacement of eight (8) buses. Additional federal funding has been acquired for the District to implement its ADA assessment of its bus shelter stops and to construct modifications to ensure that they meet all federal accessibility requirements. ADA Transportation Alternatives Program funds are also carried over from the prior year.

Revenues

The Transit GRT revenue source comprises approximately 66% of the District' operating revenues. The balance of the District's revenue is derived from federal allocations (24%), the Los Alamos County contribution (3%) and miscellaneous revenues (7%). The miscellaneous revenues category accounts for the District's first fare based service, the Taos Express, which operates solely on the weekend. Fiscal Year 2015 was the third year in which a decline in the Transit Gross Receipts Tax in Los Alamos County resulting from a reduction in spending by the Los Alamos National Laboratory (LANL) was experienced. However, due to a continuing increase in Santa Fe and Taos County Transit Gross Receipts the decline in Los Alamos County revenues was offset. As a result a projection for slightly increased Transit GRT revenues has been incorporated into this budget.



	Federal Funds	Transit Tax	LA Contribution	Miscellaneous	Total
2016 Prop.	$2,583,655	$6,903,500	$350,000	$772,267	$10,609,422
2015 Budg.	$2,667,728	$6,809,100	$400,000	$639,508	$10,516,336

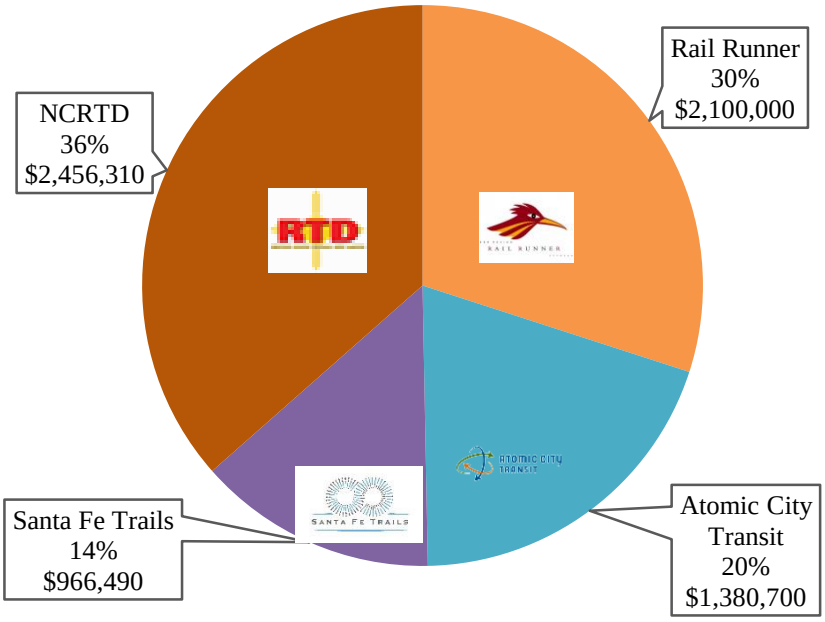
The New Mexico Department of Transportation Rail and Transit Division that disperses 5311Federal funding provided the District with a 3% increase in Administration revenue and a 7% increase in Operations revenue and an allocation in 5311 Capital funding for fleet replacement. However, these funds are only budgeted at 75%, due to the difference in the District's budget year (July – June) and the federal (October – September). In addition, this is the first time that the District has applied for 5310 funding for capital fleet replacement and the District was successful in being

awarded $208,800 for FY 16. The budget also contains funding contributions from various entities to fund the eight month pilot of the Mountain Trail route.

The long term status and stability of federal funding remains to be addressed by Congress's renewal of MAP 21 and a long term transit funding bill is still lacking. It is unknown at this time what the outcome of a new long-term transit funding bill will be and its impact upon 5311 funding which influences NMDOT pass-through funds to the district in the future years. Also, a decrease in funding contributions from Los Alamos County has been integrated into the proposed budget. It is not known whether a contribution will continue for future years, which has not been incorporated into our long term financial projections and its impact will need to be closely monitored and adjustments may need to be made in the District's Transit GRT allocation for regional services provided by other entities in near future years. The budget as presented utilizes reserve funds that have been accumulated for the express purpose of meeting matching federal requirements on capital replacement as well as non-federally funded capital and for service enhancements. A total of $564,923 is proposed to be transferred from reserves which includes prior year reserve allocations that are being budgeted again since the projects that were to utilize these funds are being carried forward.

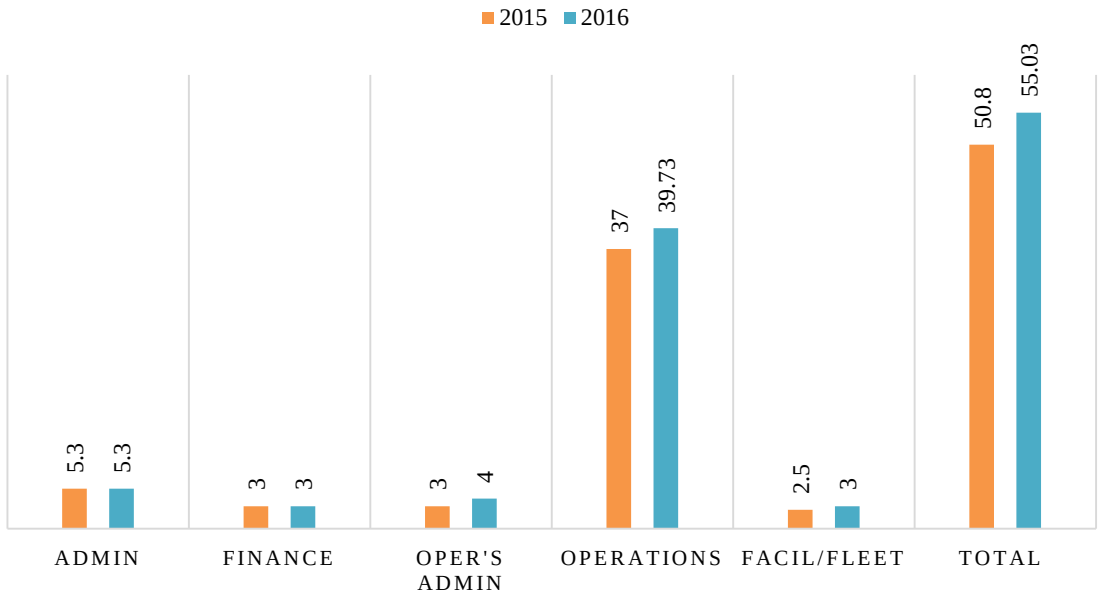
Regional Interconnectivity and Transit Tax Allocation

As a regional entity the District provides funding for Board approved regional services delivered by Santa Fe Trails, Los Alamos Atomic City Transit and the NM Rail Runner Express. The funding derived from Regional Transit Gross Receipts Taxes contributed to these entities comprises $4,447,190 (64%) of the total District Transit GRT revenues projected to be collected in FY 16 in the amount of $6,903,500.



Staffing

Personnel and staffing levels are slightly higher in Full Time Employee Equivalencies (FTE's), attributed to the addition of a Regional Transit Planner, additional Transit Driver II positons due to the addition of a 6 and 8 month pilot routes respectively for La Cienega/Los Golondrinas and Mountain Trail, and the increase from part-time Fleet and Facilities Maintenance position to full-time. Several positions are targeted for reclassifications and funding for those modifications have been incorporated within the specific departments budgets.



Long Term Financial and Strategic Planning

As a result of past and ongoing conservative fiscal practices the District continues to endure the impacts from a prolonged recession that continues to challenge the state of New Mexico and has contributed to the stable and healthy financial condition we enjoy today. The Long Term Financial and Strategic Plan continues to provide us the ability to focus our efforts on long-term initiatives, including funding for necessary service delivery, maintenance and capital needs, without compromising our financial future and allows us to balance our attention on both the short-term and long-term needs of the District. This strategic emphasis permits the District the latitude to determine what level of service is sustainable over a long period of time so that reserves can be maintained and enhanced during positive economic periods and spent in a period of difficult financial transitions in order to maintain service levels. The continued availability of quality and essential public transportation is of critical importance to our constituents and our District's future.

Service Excellence

The proposed budget contains funding to continue our emphasis on "Service Excellence". This program focuses on serving the district's customers and represents the values that the District embraces in all interactions with its customers and with each other. The FY 16 budget continues funding to embed these values further into the organization and our practices.

Regional Contributions

Los Alamos County although facing decreasing revenues and reductions in its own workforce continues to fund its regional program which the District is a recipient of. For this fiscal year their contribution is $350,000. This fiscal year the budget contains funding contributed by the City of Santa Fe, Santa Fe County, Rio Metro RTD, and Ski Santa Fe towards the eight month Mountain Trail route. Our four county region continues to share the challenge of an ongoing recessionary economy and a continuation of anemic tax revenues along with ample demands for services which we will need to continue to work together to assure that quality of life in our service area is maintained and enhanced as resources permit. Unfortunately, during this year's Legislative Session a capital outlay funding bill was not passed, therefore, an appropriation for bus capital is currently unavailable. However, we appreciate the support of our member entities and state and federal legislators.

Acknowledgements

The preparation of this budget has been a collaborative effort involving each department head and specifically Pat Lopez, Interim Finance Director and Shannon Sandoval, Finance Specialist. The staff carefully reviewed their programs and challenged themselves to operate within their means and to implement cost-saving efficiencies wherever possible, while preserving those things that make the RTD a great transit agency.

This proposed budget continues to provide for prudent spending, capital investment, service improvement, safety, security, reliability and just as significantly, investment in our employees who are the most essential asset of the District.

On September 4, 2014 the District achieved its ten year milestone. Upon reflection of our history, and looking forward, it is quite apparent that we are fulfilling the mandates outlined in the statutory law that created regional transit districts and we look forward to serving and enhancing the quality of life for residents in the more than fifty (50) communities in the four-county region we serve. Furthermore, in October 2014, the District received recognition by the Federal Transit Administration for Outstanding Public Service in Rural Public Transportation and also received the New Mexico Department of Transportation Rail and Transit Division award for the 2014 Section 5311 Rural Transit System of the Year, in April 2015. These recognitions were only achievable due to the dedicated cadre of employees who provide exceptional service on a daily basis and the leadership of the Management Team and the vision and support of the Board of Directors. Lastly, I want to recognize the fact that measures we have taken in previous budget years have contributed to the stable and healthy financial condition we enjoy today. The choices that we have made in this budget and the 10 year capital plan will likewise contribute to a fiscally healthy future.

Sincerely,

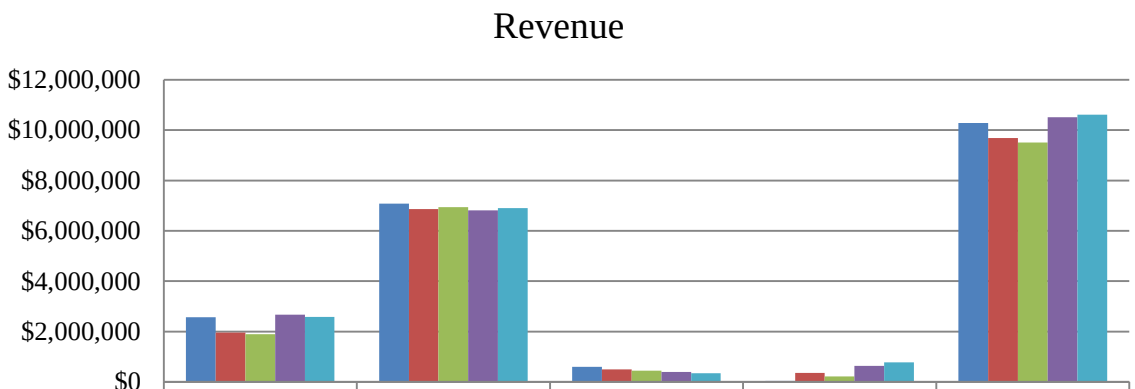
Anthony J. Mortillaro
Executive Director

Fiscal Year 2016

Budget Summary

Fiscal Year 2016 Budget Summary

Revenues:



	Federal Funds	Transit Tax	LA Contribution	Miscellaneous	Total
2012 Act.	$2,566,482	$7,083,927	$600,000	$38,859	$10,289,268
2013 Act.	$1,957,130	$6,871,270	$500,000	$357,312	$9,685,712
2014 Act.	$1,902,036	$6,941,122	$450,000	$214,825	$9,507,983
2015 Budg.	$2,667,728	$6,809,100	$400,000	$639,508	$10,516,336
2016 Prop.	$2,583,655	$6,903,500	$350,000	$772,267	$10,609,422

- The federal revenue projection contained in this budget is premised upon a recommended award of Federal Funds passed through the NMDOT Transit and Rail Division for FY 16. This year we are projecting an award that could be $84,073 greater than FY 15. This award amount includes the federal capital funding allocation for 5311 of $200,000.

- Other federal grants represent the award of $208,800 from 5310 funds and a continuation of Tribal Grants under the 5311(c) program.

- Transportation Alternatives Program (TAPS) funding for the ADA Transition Plan and design and construction services is being re-budgeted in FY 16 in the amount of $140,976. In addition we were awarded additional project management and construction funds in the amount of $307,584.

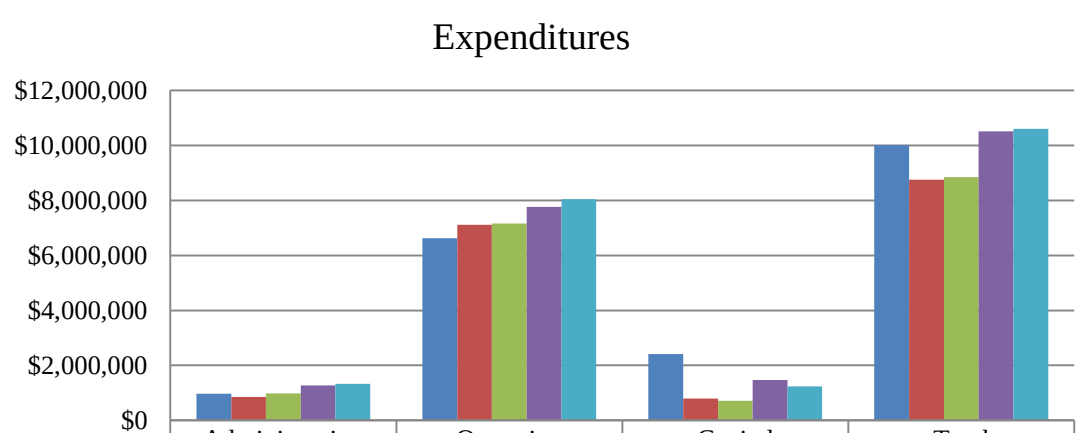
- NCRTD Transit GRT is based upon current year to date collections and projections of what is likely to transpire in the remainder of the year. As in the past we have chosen to be conservative in estimating for the upcoming budget

year and are therefore estimating a slightly increased revenue projection of $94,400 from FY 15 Budgeted ($6,809,100) vs. ($6,903,500) FY16.

- Los Alamos County contribution reflects a decrease of funding from prior years. This year's funding contribution will be $50,000 less ($400,000 FY 15 vs. $350,000 FY 16).

- The usage of the project carryovers and reserve balance is contained in the revenues to balance the budget. The funds being utilized are related to: a) TAP project, b) fleet match requirements, c) service enhancements for the pilot La Cienega/Las Golondrinas route starting February/March 2016 and the Mountain Trail commencing in October 2015, d) solar lighting for shelters and standalone bus stops, emergency generator and other capital improvements that are not federally funded. The total amount being utilized is $564,923 for comparison purposes in FY 15 $405,196 was budgeted for similar qualified uses provided for within the Reserve Policy. Project carryovers are being utilized for a portion of "a" plus additional reserve funds for the additional TAP construction funds received and "d" and capital reserve funds for item "b" and "c".

Expenditures:



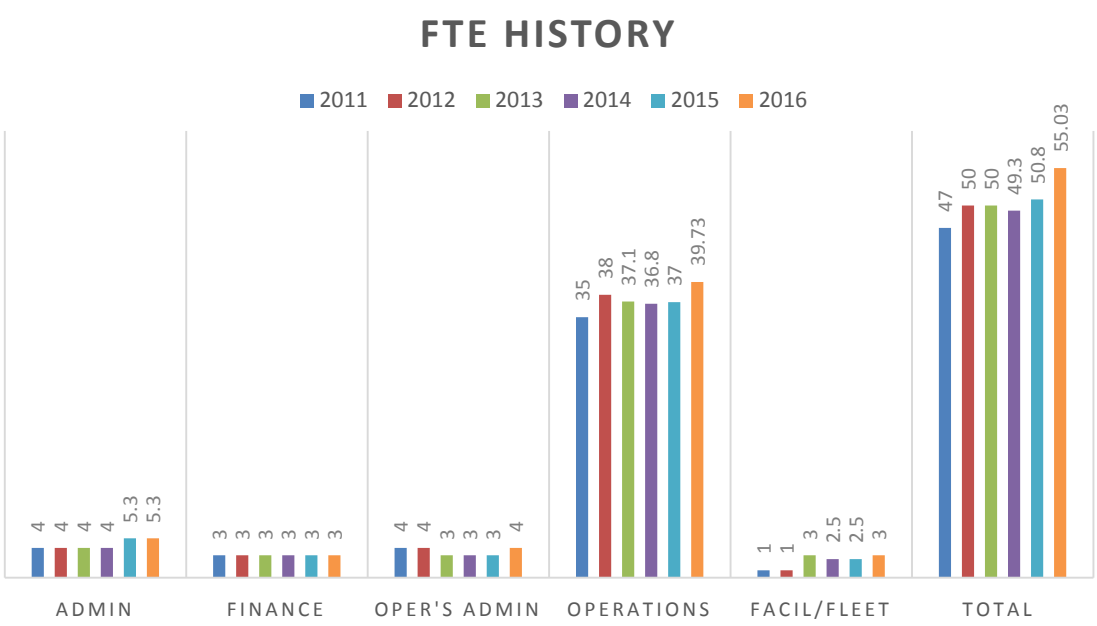
	Administration	Operating	Capital	Total
2012 Act.	$969,589	$6,625,889	$2,416,537	$10,012,015
2013 Act.	$846,577	$7,115,480	$798,217	$8,760,274
2014 Act.	$979,616	$7,165,572	$709,513	$8,854,701
2015 Budg.	$1,269,295	$7,772,213	$1,474,828	$10,516,336
2016 Prop.	$1,328,354	$8,043,230	$1,237,838	$10,609,422

- Overall Expenditures for FY 16 total $10,609,336. In comparison the amended FY 15 budgeted expenditures totaled $10,516,336. The FY 16 budget expenditures represent an increase of .88%.

- Service enhancements and modifications are presented within the draft proposed budget to align with the updated service plan adopted by the Board in April 2014. Several new pilot routes are proposed to be added and include La Cienega/Las Golonadrinas which is anticipated to commence in February/March 2016 and Mountain Trail commencing in October 2015. The budget reflects the costs associated with these routes for a portion of the year.

- Staffing additions and Reclassifications requested:

    - Reclassification of one Customer Service Representative I position to Customer Service Representative II/ITS (or other title to reflect the ITS functions). Now that the new Intelligent Transportation System is implemented it is important that we assign the daily responsibilities for dealing with software issues, updating, training and instructional usage and reinforcement to one of the CSR positons.
    - Increase of two (2) Driver II positions to staff the previously mentioned pilot routes. In addition, additional temporary driver have also been added to provide relief hours for these routes.
    - Modifying the Fleet and Facilities Maintenance Worker from a 21 hour per week position to a 40 hour per week positon. This increase in work hours would not take place unless the Taos consolidation occurs.
    - Adding a new positon of Regional Transit Planner. The position would allow the District to increase its presence in the service area with city and county governments to ensure that our transit needs are being considered when major land development issue are being contemplated and in some cases to assist local jurisdictions to include a transit element in their Comprehensive Land Use Plans. This role and increased presence was discussed as a Goal and Objective in the District's Long Range Strategic Plan. Furthermore, the District has an obligation to its members to undertake regional transit planning which is enumerated in the Intergovernmental Contract (IGC). In order to fulfil this obligation this position is being recommended.
    - Reclassification of the Projects and Grants Specialist to account for oversight of the Regional Transit Planner and expanded functions for that organizational section.



- Contractual services are $38,614 less than the prior year budgeted amount.

- Information Technology equipment costs will be minor:

    - Three year cycle for replacement of 3 workstations.
    - Addition of a Verizon wireless account for “fall over” protection in the event of fiber optic outage.

- Capital Projects that were commenced in FY15 will be carried forward into FY 16 are:

    - TAPS (Transportation Alternatives Program/ADA Plan, Design and Construction)

- Utilities and Fuel line items reflect adjusted expenditures. Fuel costs which have trended lower during calendar year 2015 have not been modified to reflect this lower cost since we believe it is a monetary reduction. Therefore, we have budgeted this cost center to remain level in comparison to current year budgeted allocation which anticipated the natural tendency for gasoline prices to fluctuate.

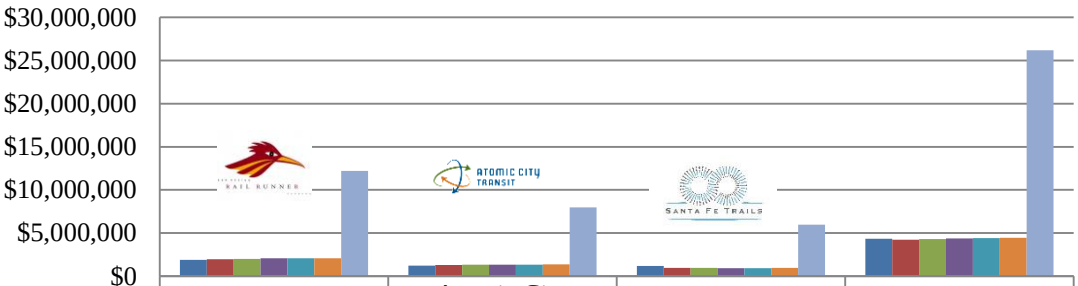
- Staff compensation reflects a 3% increase (FY 15 budgeted 3.5%) budget impact place holder for non-represented employees’ performance based increases. Since performance increases fall on an employee’s anniversary date,

the staggering impact allows for the performance award matrix of 0-4%. For those employees included in the Collective Bargaining Agreement they will receive a 2% across the board adjustment.

- Health insurance costs are increasing by 3% as of January 2016. As a result the District and employees will be paying an additional 3%. All other health related benefit costs are not increasing.

- NCRTD GRT allocations for regional services provided to Los Alamos County, Atomic City Transit and Santa Fe Trails will be slightly higher than FY 15 and have been calculated based on the formula enumerated in the Financial Policies by the Board. The Rail Runner contribution is a fixed formula and reflects no increase at this time. These Non RTD Operating expenditures ($4,447,190) represent approximately 64% of the total GRT revenues.

Regional Transit Tax Allocation



	Rail Runner	Atomic City Transit	Santa Fe Trails	Total
2011 Act.	$1,909,524	$1,238,603	$1,184,703	$4,332,830
2012 Act.	$1,979,700	$1,303,870	$967,630	$4,251,200
2013 Act.	$2,013,811	$1,332,081	$981,932	$4,327,824
2014 Act.	$2,102,177	$1,344,173	$940,921	$4,387,271
2015 Bud.	$2,100,000	$1,361,820	$953,274	$4,415,094
2016 Proj.	$2,100,000	$1,380,700	$966,490	$4,447,190
Total	$12,205,212	$7,961,247	$5,994,950	$26,161,409

- Capital Investment Plan (CIP) expenditures align to the degree funding permits with the 10 year plan that was reviewed last year and which has now been adjusted. These changes will be reviewed by the Finance Subcommittee. Some items contained in the CIP are not funded by matching federal dollars and as such will be paid for by the transit GRT reserves. We have tried to limit these items. Following is a listing of the recommended capital expenditures:

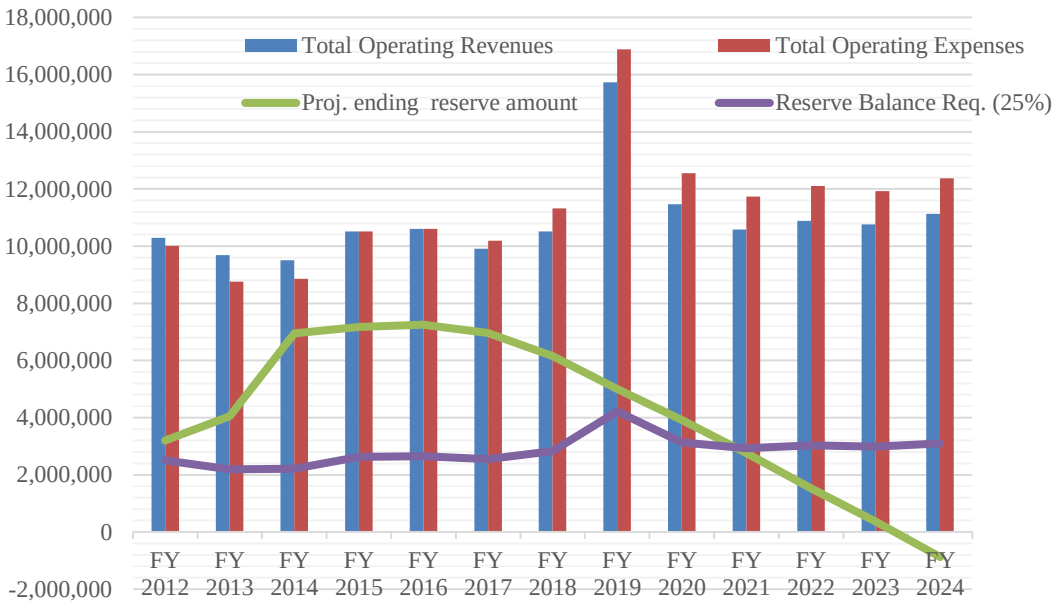
Capital Expenditure	*Cost*
Replacement Admin service vehicle	$30,000
5311 Bus replacements (4 units)	$251,838
5310 Bus replacements (4 units)	$261,000
Solar Lighting for Shelters and Stops	$50,000
Bus stop surface improvements	$10,000
TAP (ADA Plan, design, construct, carry over project FY 15 carryover)	$165,000
TAP (Project Management and construction)	$360,000
Standby Emergency Generator, pad and fencing	$65,000
Brush Hog attachment for Skid Steer Loader	$5,000
Office Addition	$15,000
Replacement Bus DVR's (5)	$25,000
Total	$1,237,838

10 Year Capital Investment Plan: The attached CIP has been updated to reflect and align with the proposed budget.

Long Range Financial Plan (LRFP): The LRFP reflects an update of the moderate case scenario, the proposed FY 16 budget, the CIP and future revenue and expenditure implications. Overall the District will continue to meet and exceed the Board's requirement for a 25% reserve amount through 2021 provided that no degradation of revenues occurs over the next several years. As of FY 2018 the Los Alamos contribution is unknown and therefore is not factored into this analysis as a revenue source. In addition, based upon estimates provided by Taos County Finance Department the one time revenue generated from the Tax Increment District (TID) that was formed in Taos Ski Village for various public infrastructure improvements and private development that is anticipated to transpire has been reflected in the plan and anticipated to occur in FY 2018. It is projected that one time revenues will could equal $320,000.

In the event that revenue degradation occurs during the term of this Long Range Financial Plan the District will need to assess its NCRTD GRT allocation for non-RTD provided regional services and/or increase its Federal funding for capital and other revenues to offset the reduction in the usage of the reserve to balance the budget. Lastly, the NCRTD GRT will need to be renewed through a District wide election in FY 2023. Based upon this Moderate Case Scenario the addition of new routes other than those approved in the

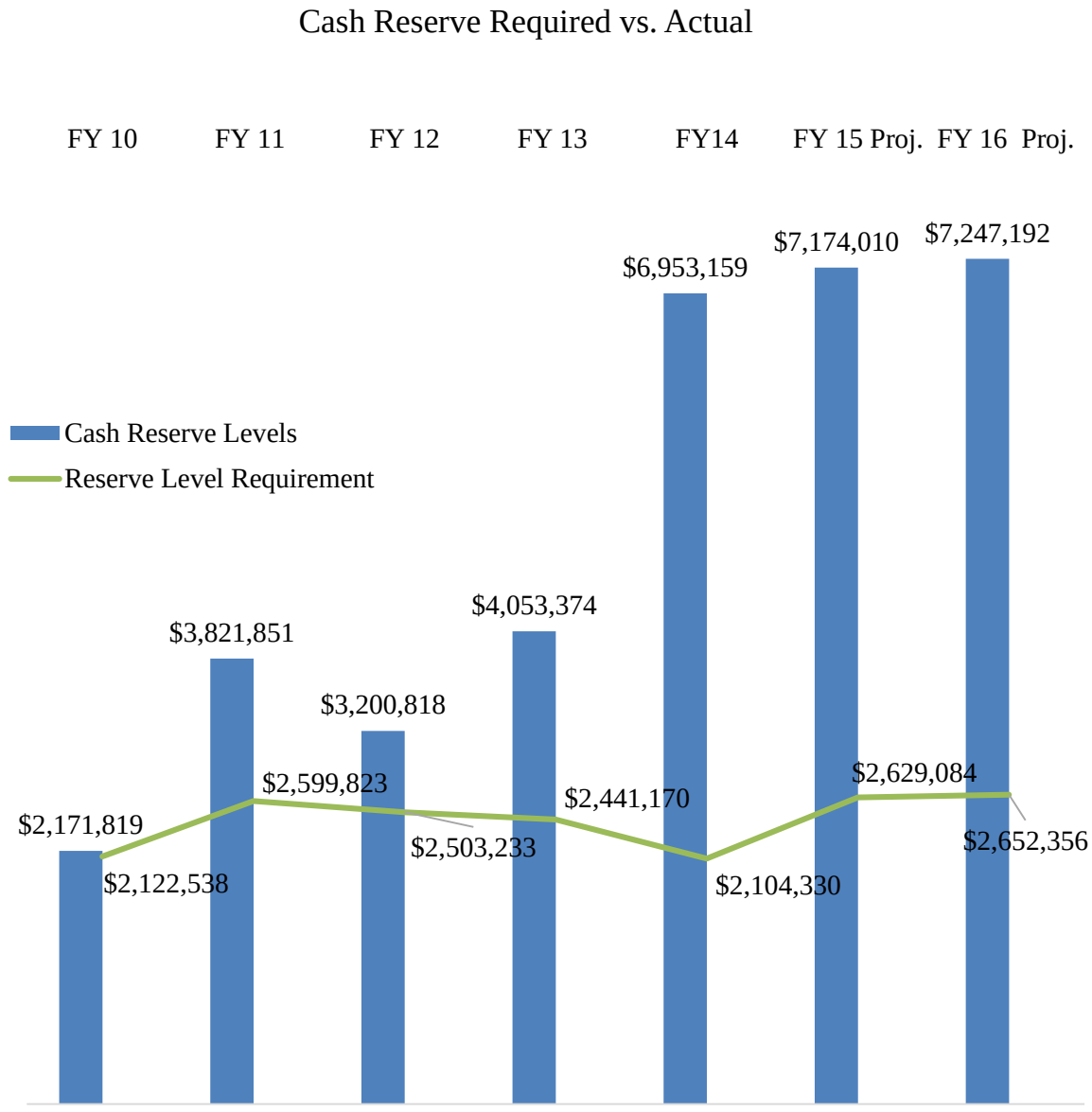
adopted Short Range Transit Service Plan cannot be funded unless a reoccurring revenue source is generated.



Cash Reserve Levels: Following is a chart that shows the required cash reserve levels and actual or projected cash reserve levels. Statutorily we are required to maintain a minimum of 8% of expenditures as a cash reserve. The Board's adopted policy is to maintain a 25% cash reserve level, which is due to the variability of the districts varied revenue sources. In addition, $700,000 of the funds in the cash reserve are restricted by agreement with Los Alamos County and limited to being used as a revolving operating funding with replenishment required within six months. The District does have cash reserves that exceed the Board's funding requirement, however, when viewed in the context of the Long Range Financial Plan these funds can only be utilized in accordance with the District's financial policies.

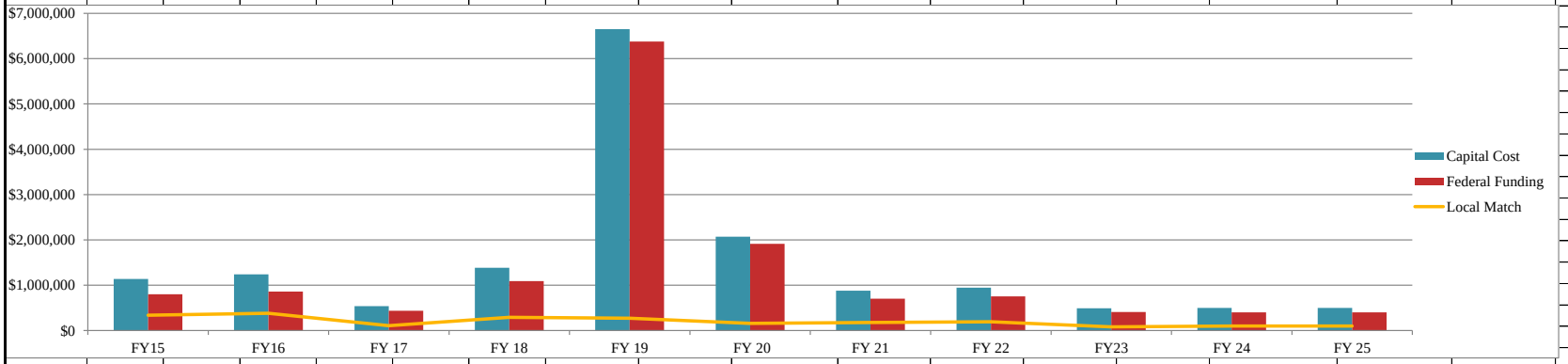
The usage of the project carryovers and reserve balance is contained in the revenues to balance the budget. The funds being utilized are related to: a) TAP project, b) fleet match requirements, c) service enhancements for the pilot La Cienega/Las Golondrinas route starting February/March 2016 and the Mountain Trail commencing in October 2015, d) solar lighting for shelters and standalone bus stops, emergency generator and other capital improvements that are not federally funded. The total amount being utilized is $564,923 for comparison purposes in FY 15 $405,196 was budgeted for similar qualified uses provided for within the Reserve Policy. Project carryovers are being utilized for a portion of "a" plus additional reserve funds for the additional TAP construction funds received and "d" and capital reserve funds for item "b" and "c". The overall reserve balance

exceeds the 25% Board requirement of $2,652,356. The projected balance for ending FY 16 is $7,247,192. The reserve allocation being requested represents approximately 7.8% of the projected ending balance.



Capital Improvement Plan

Capital Improvement Plan 4-22-2015						FY15	FY16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY23	FY 24	FY 25	
Fleet Replacement						$593,673	$542,838	$524,000	$736,000	$637,000	$903,000	$817,000	$655,000	$402,000	$500,000	$500,000	
Maintenance Facility									$503,000	$5,668,552							
Paving bus parking area										$0							
Bus Protective Awnings											$422,500						
PV panels and electrical conversion to power RTD Facilities											$150,000						
Transit Orientated Development Site Planning									$70,000								
Scheduleing, Reporting, Vehicle Location Software						$177,200											
75 Shelters (15/yr @$4,000 ea. X 5 years)						$50,000				$60,000		$60,000					
Fueling Facility										$200,000							
Satellite Facilities (SF,Taos)										$75,000							
Signage, trash receptacles and Schedule holders at bus stops (100@$500 ea.)								$15,000		$10,000			$10,000				
Snow Plow attachment																	
Emergency Electrical Generator - Building							$65,000										
Afterhours security gates (front and side entrance)																	
Bus stop improvements (varies)						$10,000	$10,000										
Records software and Archival System											$75,000						
Skid steer loader						$54,000											
ADA Plan Implementation						$252,500	$525,000										
Bus Pull Outs on West Side Route (North and South Bound) Safety Issue																	
Bus Pull Outs on Riverside Drive (North and South Bound) Safety Issue																	
Brush Hog attachment							$5,000										
Solar Lighting Shelters and Stops							$50,000		$50,000		$50,000		$50,000				
Bus DVR replacements (5 @$5,000)							$25,000		$25,000								
Office Addition							$15,000										
Automatic Passenger Counters											$469,857						
Automatic Announceators													$229,445				
Automatic Bus Inspection														$57,492			
Automatic IVR														$30,993			
Total						**$1,137,373**	**$1,237,838**	**$539,000**	**$1,384,000**	**$6,650,552**	**$2,070,357**	**$877,000**	**$944,445**	**$490,485**	**$500,000**	**$500,000**	**$16,331,050**
Federal 80%/50%		0.8	0.5			$800,136	$857,360	$434,200	$1,091,800	$6,378,152	$1,914,757	$701,600	$753,445	$410,085	$400,000	$400,000	$12,931,450
Local Match 20%/50%						$337,237	$380,478	$104,800	$292,200	$272,400	$155,600	$175,400	$191,000	$80,400	$100,000	$100,000	$2,189,515



Long Range Financial Plan

Moderate Case Scenario

4/22/2015

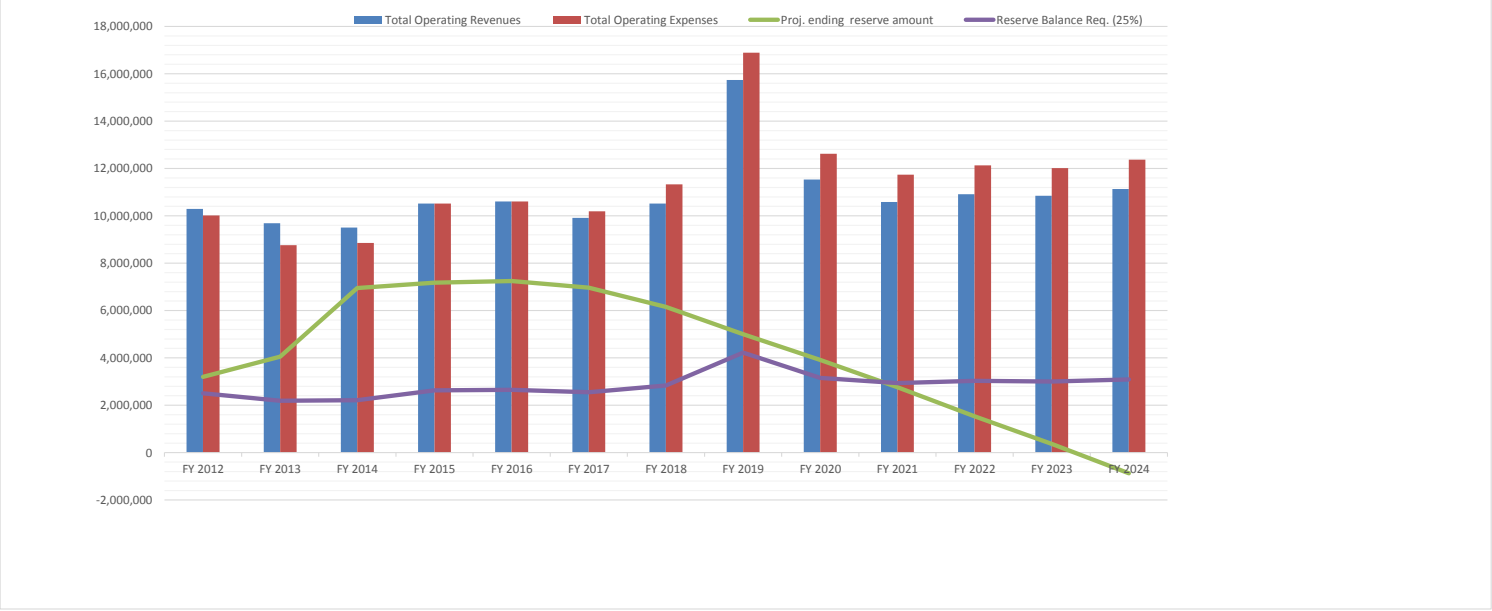
Long Range Financial Plan - Moderate Case Scenario

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Revenues	**Actual**	**Actual**	**Actual**	**Proj**	**Proj 4/2015**								
RTD GRT Revenue	7,083,927	6,871,270	6,941,122	6,809,100	6,903,500	7,110,605	7,323,923	7,543,641	7,769,950	8,003,049	8,243,140	8,490,434	8,745,147
Federal Capital Funds	828,420	351,793	131,172	497,460	408,800	434,200	1,091,800	6,378,152	1,914,757	701,600	753,445	410,085	400,000
Federal Funds 5311/5316	1,001,318	1,343,797	1,352,520	1,455,254	1,539,954	1,570,753	1,602,168	1,634,212	1,666,896	1,700,234	1,734,238	1,768,923	1,804,302
Federal Funds 5304/Veterans			418,344	114,400									
Capital Outlay (State/Fed)	674,403		161,188	184,312		175,000							
LA GRT	600,000	500,000	450,000	400,000	350,000	300,000							
Tribal Transit	62,344	261,540		384,878	186,341	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Miscellaneous (fares, TAP $, SV TID)	38,859	24,312	53,637	265,736	655,904	200,000	380,000	60,000	60,000	60,000	60,000	60,000	60,000
Cash Balance Carry over for Capital		333,000		405,196	564,923								
Total Operating Revenues	10,289,271	9,685,712	9,507,983	10,516,336	10,609,422	9,910,558	10,517,891	15,736,004	11,531,603	10,584,882	10,910,823	10,849,442	11,129,449
Operating Expenses	**Actual**	**Actual**	**Actual**	**Proj**	**Proj**								
Administrative Costs	969,589	846,577	979,616	1,269,295	1,328,354	1,368,205	1,409,251	1,451,528	1,495,074	1,539,926	1,586,124	1,633,708	1,682,719
Operating & Maintenance Costs	2,374,689	2,787,656	2,774,374	3,357,119	3,596,040	3,703,921	3,815,039	3,929,490	4,047,375	4,168,796	4,293,860	4,422,676	4,555,356
NCRTD GRT Allocations % based	4,251,200	4,327,824	4,387,272	4,415,094	4,447,190	4,580,606	4,718,024	4,859,565	5,005,352	5,155,512	5,310,177	5,469,483	5,633,567
Capital Investment Plan	2,416,537	798,217	713,439	1,474,828	1,237,838	539,000	1,384,000	6,650,552	2,070,357	877,000	944,445	490,485	500,000
Total Operating Expenses	10,012,015	8,760,274	8,854,701	10,516,336	10,609,422	10,191,732	11,326,313	16,891,135	12,618,157	11,741,234	12,134,606	12,016,351	12,371,642
Net Operating Income	277,256	925,438	653,282	0	0	**(281,173)**	**(808,422)**	**(1,155,131)**	**(1,086,555)**	**(1,156,352)**	**(1,223,783)**	**(1,166,909)**	**(1,242,193)**
Reserve Balance Req. (25%)	2,503,004	2,190,069	2,213,675	2,629,084	2,652,356	2,547,933	2,831,578	4,222,784	3,154,539	2,935,309	3,033,652	3,004,088	3,092,911
over/under reserve balance	**697,814**	**1,010,750**	**1,839,699**	**4,324,075**	**4,521,655**	**4,699,259**	**4,134,440**	**1,934,813**	**1,847,927**	**980,603**	**(274,092)**	**(1,468,312)**	**(2,724,043)**
Proj. ending reserve amount	3,200,818	4,053,374	6,953,159	7,174,010	7,247,192	6,966,019	6,157,596	5,002,466	3,915,911	2,759,559	1,535,776	368,867	(873,326)

1. No Service increases (except those approved as of 4/2014)
2. 3% inflator for Revenues - Federal escalates at 3% a year
3. O & M costs inflated at 3%
4. NCRTD GRT allocations based upon Board approved formula
5. Capital reflects RTD 10 year plan

Reserve Fund Allocation per policy - FY 2015

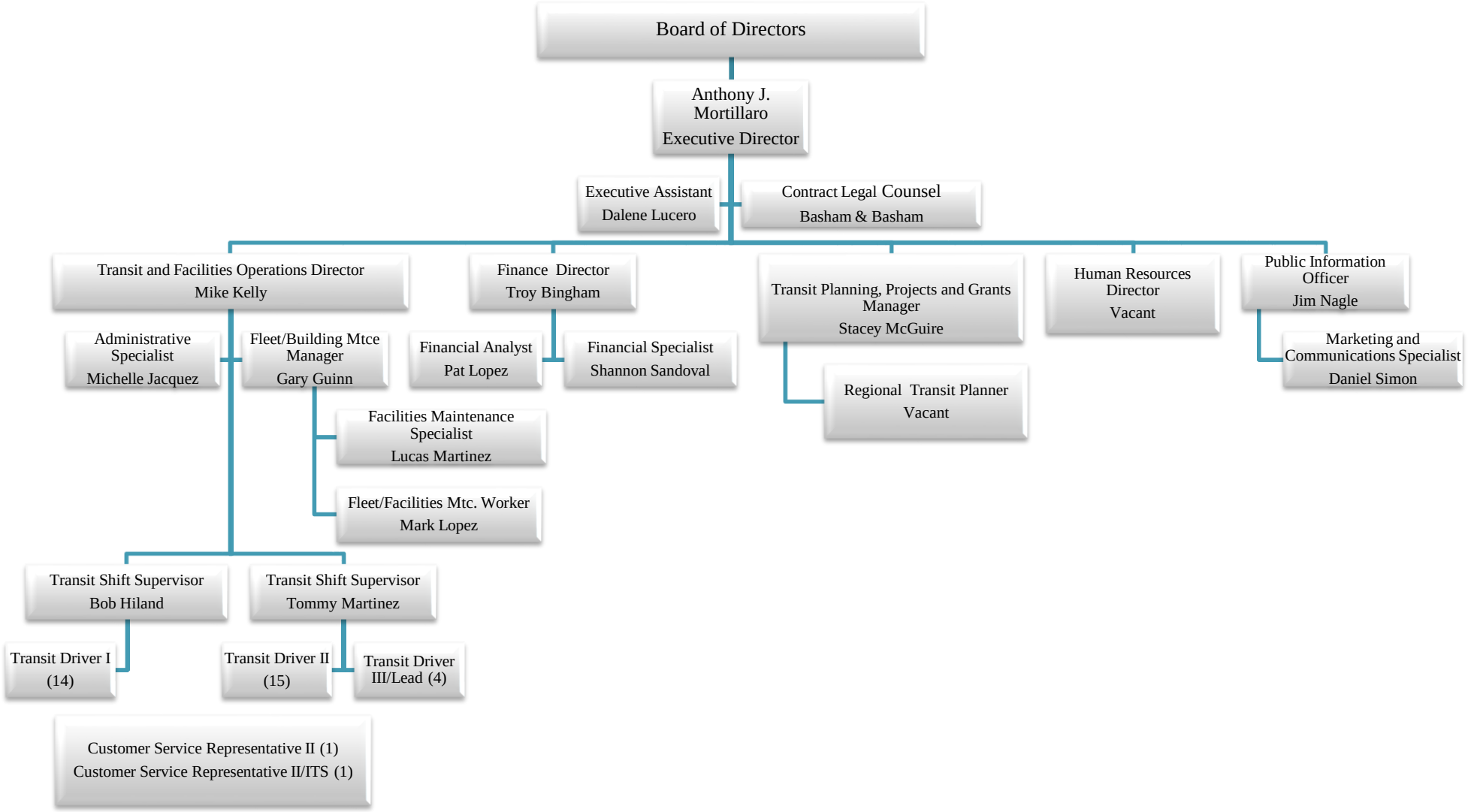
Reserve for operations (25%)	$2,629,084.00
Reserve for capital (15%)	$1,577,450.40
Reserve for service enhancements (5%)	$525,816.80
Total **Designated** Reserve Funds	$4,732,351.20
Undesignated Reserve Funds	$2,441,658.80
Total all Reserves	$7,174,010.00



Proposed Fiscal Year 2016

Organizational Structure

North Central Regional Transit District –July 2015



NCRTD Position History

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Executive Director	1	1	1	1	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1	1	1
File Clerk									0.25	1	0.3	1
Marketing Manager/PIO	1	1	1	1	1	1	1	1	1	1	1	1
Marketing Specialist									1	1	1	1
Special Project Manager	1	1	1	1	1	0	0	0	0	0	0	0
Human Resources/Risk and Safety Adm.	0	0	0	0	0	0	1	1	1	1	1	1
TOTAL Positions	4	4	4	4	4	3	4	4	5.25	6	5.3	6

	FY11		FY12		FY13		FY14		FY15		FY16	
Finance	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Finance Manager	1	1	1	1	1	1	1	1	1	1	1	1
Financial Analyst	1	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL Positions	3	3	3	3	3	3	3	3	3	3	3	3

	FY11		FY12		FY13		FY14		FY15		FY16	
Operations Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Transit Operations Manager	1	1	1	1	1	1	1	1	1	1	1	1
Assistant Transit Operations Manager	1	0	1	0	0	0	0	0	0	0	0	0
Administrative Specialist	1	1	1	1	1	1	1	1	1	1	1	1
Service Development Manager (reclass 9/12)	1	1	1	1	1	0	0	0	0	0	0	0
Service Development, Projects , Grants Spec	0	0	0	0	0	1	1	1	1	1	0	1
Transit Planning, Grants and Projects Manager	0	0	0	0	0	0	0	0	0	0	1	1
Regional Transit Planner	0	0	0	0	0	0	0	0	0	0	1	1
TOTAL Positions	4	3	4	3	3	3	3	3	3	3	4	4

	FY11		FY12		FY13		FY14		FY15		FY16	
Operations Driver	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Route Supervisors	2	2	2	2	2	2	2	2	2	2	2	2
Dispatchers	2	2	2	2	2	2	0	0	0	0	0	0
Dispatcher (non CDL)							1	1	0	0	0	0
Dispatcher (CDL)							1	1	0	0	0	0
Customer Service Representative I									1	1	0	0
Customer Service Representative II									0	0	1	1
Customer Service Representative III/Driver II											0	0
Customer Service Representative III/ITS Specialist											1	1

Driver 1 (Non CDL)	25	27	27	30	30	30	14	14	14	14	14	14
Driver 2 (CDL)							16	16	12	12	13.3	14
Driver 3 (CDL)							0	0	4	4	4	4
Permanent Part-Time (benefits)												
Drivers				2	1	2	0	0	0	0	0	0
Driver (non CDL)							0.71	1	1	1	1	1
Part-Time (no benefits)												
Drivers	6	7	7	2	1	2	0	0	0	0	0	0
Drivers (CDL)	0	0	0	0	0	0	1	2	1	2	1	2
Temp Hours @ 5060 (800 per temp/posit.)	0	0	0	1.1	1.1	1	1.1	2.86	1.1	2.86	2.43	6.33
TOTAL Positions	35	38	38	39.1	37.1	39.0	36.8	39.86	37.1	39.86	39.73	45.33

	FY11		FY12		FY13		FY14		FY15		FY16	
Fleet/Building	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)												
Fleet/Facility Maintenance Manager	1	1	1	1	1	1	1	1	1	1	1	1
Facility Maintenance Specialist	0	0	0	0	1	1	1	1	1	1	1	1
Custodian	0	0	0	0	1	0	0	0	0	0	0	0
Facility Maintenance Worker (part time)	0	0	0	0	0	0	0	1	0.5	1	0	0
Facility Maintenance Worker	0	0	0	0	0	0	0	0	0	0	1	1
TOTAL Positions	1	1	1	1	3	2	2.5	3	2.5	3	3	3

	FY11		FY12		FY13		FY14		FY15		FY16	
	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Total Positions	**47**	**49**	**50**	**50.1**	**50.1**	**50**	**49.3**	**52.86**	**50.85**	**54.86**	**55.03**	**61.33**

Proposed
Fiscal Year 2016 Budget

NCRTD Summary

	FY 2012	FY 2013	FY 2014	FY 2015		FY 2016
	Actual	Actual	Actual	Budget	Actual-YTD	Budget Request
NCRTD Revenues						
5311 FTA Funding						
5311/ADMINISTRATION	489,984	562,886	483,552	516,360	327,942	533,132
5311/OPERATING	412,168	579,188	636,359	880,805	419,162	1,006,822
5311/CAPITAL	57,545	40,811	131,172	295,000	31,583	200,000
Total 5311 FTA Funding	**959,696**	**1,182,885**	**1,251,083**	**1,692,165**	**778,687**	**1,739,954**
5316/JARC/OPERATING	**99,166**	**201,723**	**232,609**	**58,089**	**164,772**	**-**
Other Federal Grants						
5304/Federal Grant/PLANNING	-	`	146,344	60,000	107,635	-
Tribal Transit FTA grants		261,540	-	384,878		
TAP Funding				215,736		448,560
5310/Federal	-					208,800
Tribal Transit	62,344					186,341
5309 Federal Grant	828,420	30,982	-			-
5309/ Fed Grant/Earmark-State of Good Repair	616,856	280,000	-	202,460		
Veterans Initiative			272,000	54,400		-
Total Other Federal Grants	**1,507,620**	**572,522**	**418,344**	**917,474**	**107,635**	**843,701**
State Capital & Local Contributions						
State Capital Outlay/Vehicles	-	`	161,188	184,312	-	-
LA Contribution	600,000	500,000	450,000	400,000	450,000	350,000
Building	-					
Total State Capital & Local Contributions	**600,000**	**500,000**	**611,188**	**584,312**	**450,000**	**350,000**
GRT Revenue/Misc.						
Cash Balance/Project Carryovers	-	333,000		405,196		564,923
Gross Receipts Tax	7,083,927	6,871,270	6,941,122	6,809,100	4,142,591	6,903,500
Misc.	38,859	24,312	53,637	50,000	25,634	207,344
Total Local/GRT Revenue	**7,122,786**	**7,228,582**	**6,994,759**	**7,264,296**	**4,168,224**	**7,675,767**

NCRTD Summary

	FY 2012	FY 2013	FY 2014	FY 2015		FY 2016
	Actual	Actual	Actual	Budget	Actual-YTD	Budget Request
Total Overall Revenue	**10,289,268**	**9,685,711**	**9,507,983**	**10,516,336**	**5,669,318**	**10,609,422**

NCRTD Summary

	FY 2012	FY 2013	FY 2014	FY 2015		FY 2016
	Actual	Actual	Actual	Budget	Actual-YTD	Budget Request

	FY 2012	FY 2013	FY 2014	FY 2015		FY 2016
	Actual	Actual	Actual	Budget	Actual-YTD	Budget request
Salaries and Benefits						
District Salaries	1,745,048	1,699,079	1,764,308	2,093,277	1,201,521	2,336,947
Benefits & Payroll Taxes	556,308	658,277	709,864	853,514	547,614	1,107,138
Total Salaries and Benefits	**2,301,356**	**2,357,356**	**2,474,172**	**2,946,791**	**1,749,135**	**3,444,085**

Operating Expenses		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016
		Actual	Actual	Actual	Budget	Actual-YTD	Budget Request
Cleaning Bus Allowance	6110181		260	440	1,200	200	500
Utility Expense Allowance	6110182		-	200	960	20	120
Non-RTD Railrunner	6110270	1,979,701	2,013,811	2,102,178	2,100,000	1,132,156	2,100,000
Non-RTD Los Alamos County	6110272	1,303,870	1,332,081	1,344,173	1,361,820	357,662	1,380,700
Non-RTD City of Santa Fe	6110275	967,630	981,932	940,921	953,274	684,619	966,490
Bank Service Charges	6110290	20	13	-	120	227	900
Penalties/Interest	6110295	9,430	62	-	500	-	500
Internet Service	6110310	-	1,675	4,219	5,251	3,452	4,440
Postage	6110315	1,176	665	1,572	2,420	1,040	3,000
Telephone	6110320	14,069	11,427	10,754	10,172	7,922	11,739
Cell Phone	6110325	6,656	4,603	4,496	5,294	3,388	4,602
Health & Wellness	6110455	-		-	4,500	150	4,500
Promotions	6110450	-		-	7,500	1,640	3,000
Contractual Services	6110400	156,210	144,713	264,505	344,223	167,197	244,023

NCRTD Summary

		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016
		Actual	Actual	Actual	Budget	Actual-YTD	Budget Request
Audit	6110405	53,500	23,005	23,219	25,000	23,433	27,000
Advertising	6110410	23,877	16,940	61,715	66,470	28,027	74,770
Advertising-Other	6110415	302	18,198	8,990	7,500	11,189	13,500
Contractual Services - Other	6110420	-	18,640	-	-	-	61,586
IT Hardware/Software Support	6110425	5,517	7,587	6,851	25,700	7,235	41,785
Dues and Subscriptions	6110500	1,831	12,263	8,597	10,666	12,370	15,765
Equipment		233	-	785	-	-	
Equipment Rental	6110605	-	1,135	1,725	1,000	-	2,950
Equipment Repair & Maintenance	6110610	1,446	851	693	4,000	-	3,500
Computer Repair & Maintenance	6110615	3,997	-	-	1,000	-	500
Building Maintenance	6110620	-	12,224	8,700	15,000	15,499	15,000
Maintenance Machinery & Equipment	6110625	110	3,190	6,564	2,000	-	2,000
Insurance	6110700	-	3,600	-	-	-	-
Property Insurance	6110705	9,927	6,566	6,670	7,000	-	7,210
General and Employee Liability	6110710	21,119	21,119	21,550	22,000	18,869	18,450
Civil Rights	6110715	3,311	3,311	3,311	3,311	3,311	3,311
Vehicle Insurance	6110725	59,997	54,960	56,058	68,000	42,647	72,100
Snow Removal (MA Agora)	6110730	3,200	-	-	6,000	-	-
Office Rent	6110805	28,800	-	-	-	-	-
Utilities	6110810	15,552	24,932	25,299	25,000	18,416	25,000
Janitor	6110815	5,842	20,179	23,690	-	15,805	24,000
Utility Expense Allowance	611082	-	120	40	-	-	-
Uniforms	6110900	12,193	1,540	-	12,300	11,482	5,500
Drug and Alcohol Testing	6110905	-	-	-	1,000	-	1,000
Physicals	6110910	1,984	2,415	2,860	2,700	1,522	2,700
Printing	6111000	5,226	4,869	13,243	19,500	4,688	15,535
Copying	6111005	309	1,193	13	1,450	-	-
Supplies	6111100	-	2,938	1,267	-	-	-
Office Supplies	6111105	17,044	8,041	13,453	10,650	9,198	9,750
Furniture & Equipment under 5K	6111110	9,905	4,123	20,091	4,500	3,730	5,380
Janitorial Supplies	6111115	93	3,056	1,000	1,000	-	-

NCRTD Summary

		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016
		Actual	Actual	Actual	Budget	Actual-YTD	Budget Request
Training/Registration	6111200	5,235	1,358	9,024	13,624	5,318	17,314
Travel	6111300	287	457	457	-	-	-
Mileage	6111305	4,388	8,837	6,992	4,075	2,147	4,275
Public Transit Fares	6111310	-	-	5,304	11,535	2,670	9,750
Per Diem	6111315	6,780	449	3,628	5,538	1,365	6,260
Registration Fees	6111320	1,125			-	-	-
Lodging and Meals	6111325	-	9,703	11,081	13,890	5,136	17,110
Meals & Meeting Expenses	6111327	351	3,630	2,649	9,050	5,455	3,850
Misc. Expenses	6111330	1,146	791	933	215,701	2,657	2,800
Fuel	6111400	382,190	406,653	410,199	447,723	233,298	449,334
Cell Tower Rental Fees	6111405	2,700	3,177	7,803	9,000	4,131	8,000
Shop Supplies	6111410	7,906	7,535	7,644	6,000	4,770	6,500
Oil and Lubricants	6111415	12,695	15,587	14,920	14,600	7,574	15,000
Hazardous Waste Disposal	6111420	-	-	-	-	-	-
Replacement Parts	6111425	36,888	63,976	65,908	75,500	53,434	76,000
Tires	6111430	19,363	51,981	26,771	29,500	28,644	34,000
Vehicle Maintenance - Repair	6111435	80,371	62,509	96,383	89,500	66,453	89,400
Painting	6111440	3,983	2,891	5,621	5,000	-	5,000
Depreciation	6111900	-	-	-	-	-	-
Cell Phone	6220305		156	-	-	-	-
Building Maintenance	6220605	4,730	195,848	249	-	-	-
Shop Supplies	6220805		168	-	-	-	-
Replacement Parts	6221120		1,019	-	-	-	-
Computers	6330110		6,964	5,557	1,500	2,075	5,600
Mobile Radios		-	-	-	2,000	-	2,500
Benches and Signage				-	1,000		2,000
Total Operating Expenses		**5,294,210**	**5,604,702**	**5,670,966**	**6,094,717**	**3,012,221**	**5,927,499**

NCRTD Summary

		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016
		Actual	Actual	Actual	Budget	Actual-YTD	Budget Request
		FY 2012	FY 2013	FY 2014	FY 2015		FY 2016
		Actual	Actual	Actual	Budget	Actual-YTD	Budget Request
Capital Outlay							
Capital Expenses	6330100		-	-	-	-	
Buildings	6330105	1,486,574	224,891	5,916	262,500	-	15,000
Mobile Radios	6330160	19,408	48,912				
Furniture & Fixtures	6330115	39,962	97,328	-	-	-	
Other Capital Expenses	6330125	69,881	38,314	360,995	265,383	177,092	660,000
Benches and Signage	6330130		10,241	-		-	-
Passenger Buses	6330135	771,070	378,530	311,678	896,945	157,835	512,838
Bus Shelters	6330155	29,642	-	30,974	50,000	-	50,000
Total Capital Outlay Expenses		**2,416,537**	**798,217**	**709,563**	**1,474,828**	**334,927**	**1,237,838**
Total Overall Expenses		**10,012,103**	**8,760,274**	**8,854,701**	**10,516,336**	**5,096,284**	**10,609,422**

Admin	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Actuals	FY16 Budget Request
Total Salaries/Benefits	**332,250**	**308,955**	**297,409**	**230,015**	**159,223**	**245,493**
Contractual Services	156,210	165,414	262,867	-	-	-
Information Technology		-	-	50,000	22,763	55,000
Administrative		-	-	84,440	49,068	85,023
Construction	-	-	-	-	-	-
Service Planning and Dev.	-	-	-	60,000	39,510	60,000
Other	-	-	-	49,077	-	15,000
Contractual Services - Other	-	18,640	-	-	-	-
Total Contracts	**156,210**	**184,054**	**262,867**	**243,517**	**111,341**	**215,023**
Operating Expenses						
						-
Bank Service charges	-	3	-	-	-	-
Internet Service (Redi net)	-	335	974	1,071	260	400
Postage	600	214	424	100	96	400
Telephone	9,360	2,770	2,143	2,000	787	1,050
Cell Phone	2,640	1,333	1,415	624	643	624
Audit	-	-	-	-	-	-
Advertising	23,877	17,115	61,445	-	-	-
Advertising-Other	3,600	17,226	8,990	-	-	-
IT Hardware/Software Support	480	2,356	-	3,000	-	3,000
Promotional				-	-	-
Dues and Subscriptions	1,440	11,523	7,867	8,486	12,405	7,565
Equipment Rental	-	207	248	-	-	-
Equipment Repair & Maintenance	406	157	-	1,800	-	1,800
Computer Repair & Maintenance	-	-	-	500	-	-
Building Maintenance	-	-	348	-	-	-

Property Insurance	5,956	805	-	-	-	-
General and Employee Liability	-	-	-	-	-	-
Civil Rights	-	-	-	-	-	-
Vehicle Insurance	-	-	-	-	-	-
Office Rent	-	-	-	-	-	-
Utilities	2,611	1,858	-	-	-	-
Janitor	3,600	280	-	-	-	-
Printing	4,979	2,908	8,779	900	311	500
Copying	-	796	-	-	-	-
Supplies	-	1,396	-	-	-	-
Office Supplies	1,765	3,071	7,396	3,900	3,818	3,900
Furniture & Equipment under 5K	23,336	1,877	9,806	-	1,048	980
Janitorial Supplies	420	270	-	-	-	-
Training/Registration fees	1,200	2,858	3,241	4,224	2,699	4,224
Travel	-	5	-	-	-	-
Mileage	3,292	2,236	2,903	800	296	800
Transit Fares/Rental car/Air fare	-	-	2,421	4,000	2,085	4,000
Per Diem-Travel	2,476	-	1,367	1,560	791	1,560
Registration fees	-	-	-	-	-	-
Lodging	-	4,504	5,258	7,100	3,865	7,100
Meals & Meeting Expense	1,446	3,088	2,367	3,100	1,515	3,100
Misc Expenses	-	-	226	2,500	-	2,500
Computers	-	1,930	1,340	1,500	-	1,500
Benches & Signage				-	-	
TOTAL Operating Admin Expenses	**93,485**	**81,120**	**128,956**	**47,165**	**30,617**	**45,003**
TOTAL EXPENDITURES	**581,945**	**574,130**	**689,232**	**520,697**	**301,181**	**505,519**

North Central Regional Transit District
FY 2016 Budget Request

Finance

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Actuals	FY16 Budget Request
Total Wages/Benefits	**189,914**	**233,565**	**243,886**	**255,765**	**147,265**	**293,743**
Contractual Services						
Section 125 Café plan service						-
Contracts	-	-	1,638	1,500	-	1,500
Audit	53,500	23,005	23,219	25,000	23,433	27,000
TOTAL Contractual Service	**53,500**	**23,005**	**24,857**	**26,500**	**23,433**	**28,500**
Other Expenses						
Bank Service Charges	17	-	-	120		900
Penalties/Interest	11,280	62	-	500		500
Internet Service (Redi-Net)	-	335	714	720	520	800
Postage	717	440	372	700	285	700
Telephone	1,482	1,720	2,143	1,800	1,217	2,112
Cell Phone	-	-	-			-
Advertising	-	-				-
Advertising-Other	-	683				-
IT Hardware/Software Support	7,680	5,231	6,851	9,700	7,235	9,600
Dues and Subscriptions	312	160	730	500	910	4,010
Equipment Rental	2,676	-				-
Equipment Repair & Maintenance	-	-				-
Property Insurance	5,956	805				-
Office Rent	25,920	-				-
Utilities	2,611	244				-
Janitor	5,257	531				-

Printing	-	-	898	1,000	404	1,000
Copying	-	76				-
Supplies	-					-
Office Supplies	720	1,993	2,454	1,500	1,250	2,000
Furniture & Equipment under 5K	18,000	-	1,548	2,000	315	1,000
Janitorial Supplies	-	79				-
Training/Registration Fees	434	115	1,545	3,300		4,320
Mileage	240	805	1,442	1,500	564	1,005
Transit/Rental/Airfare	-	-	72	3,935		1,150
Per Diem/Travel Meals	600	348	573	1,606		1,550
Registration Fees		380	780			-
Lodging	-	1,806	1,299	1,990		3,610
Meals & Meeting Expenses	97	64	221			-
Misc Expenses			-	150	233	300
Computer	-	-	-	-	-	1,500
Total Operating Finance Expenses	**84,000**	**15,877**	**21,641**	**31,021**	**12,933**	**36,057**
TOTAL EXPENDITURES	**327,413**	**272,447**	**290,384**	**313,286**	**183,631**	**358,300**

North Central Regional Transit District
FY 2016 Budget Request

PIO	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Actuals	FY16 Budget Request
Total Salaries/Benefits	**329,850**	**308,955**	**297,409**	**143,550**	**89,573**	**156,432**
Contractual Services	-	165,414	262,867	41,500	-	15,500
Information Technology	48,000	-	-	-	-	-
Administrative	46,800	-	-	-	-	-
Construction	-	-	-	-	-	-
Service Planning and Dev.	-	-	-	-	-	-
Other	-	-	-	-	-	-
Contractual Services - Other	133,320	18,640	-	-	-	-
Total Contracts	**228,120**	**184,054**	**262,867**	**41,500**	**-**	**15,500**
Operating Expenses						
Bank Service charges	-	3	-	-	-	-
Internet Service (Redi net)	-	335	974	840	260	400
Postage	600	214	424	450	94	400
Telephone	9,360	2,770	2,143	1,152	519	1,152
Cell Phone	2,640	1,333	1,415	888	628	742
Audit		-	-	-	-	-
Advertising	12,198	17,115	61,445	66,470	21,866	74,770
Advertising-Other	3,600	17,226	8,990	-	-	-
IT Hardware/Software Support	480	2,356	-	10,000	-	2,110
Dues and Subscriptions	1,440	11,523	7,867	4,500	1,232	4,000
Equipment Rental	-	207	248	1,530	530	1,950
Equipment Repair & Maintenance	406	157	-	-	-	-
Computer Repair & Maintenance	-	-	-	-	-	-
Building Maintenance			348	-	-	-

North Central Regional Transit District
FY 2016 Budget Request

Property Insurance	5,956	805	-	-	-	-
General and Employee Liability	-	-	-	-	-	-
Civil Rights	-	-	-	-	-	-
Vehicle Insurance	-	-	-	-	-	-
Office Rent	-	-	-	-	-	-
Utilities	2,611	1,858	-	-	-	-
Janitor	3,600	280	-	-	-	-
Printing	4,979	2,908	8,779	14,000	301	10,000
Copying	-	796	-	500	-	-
Supplies	-	1,396	-	-	-	-
Office Supplies	1,765	3,071	7,396	500	144	500
Furniture & Equipment under 5K	23,336	1,877	9,806	-	-	-
Janitorial Supplies	420	270	-	-	-	-
Training/Registration fees	1,200	-	3,241	725	249	1,850
Travel	-	5	-	-	-	-
Mileage	3,292	2,236	2,903	1,245	224	940
Transit Fares/Rental car/Air fare		-	2,421	300	-	700
Per Diem-Travel	2,476	-	1,367	180	-	420
Registration fees	-	2,858	-	-	-	-
Lodging	-	4,504	5,258	250	-	1,600
Meals & Meeting Expense	1,446	3,088	2,367	4,000	3,234	-
Misc. Expenses	-	-	226	-	-	-
Computers	-	1,930	1,340	-	2,075	-
TOTAL Operating Admin Expenses	**81,806**	**81,120**	**128,956**	**107,530**	**31,356**	**101,534**
TOTAL EXPENDITURES	**639,776**	**574,130**	**689,232**	**292,580**	**120,929**	**273,466**

HR	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Actuals	FY16 Budget Request
Total Salaries/Benefits	**332,250**	**308,955**	**297,409**	**88,851**	**-**	**112,544**
Contractual Services	-	165,414	262,867	30,106	-	-
Information Technology	48,000	-	-	-	-	-
Administrative	46,800	-	-	-	6,000	9,700
Construction	-	-	-	-	-	-
Service Planning and Dev.	-	-	-	-	-	-
Other	-	-	-	-	-	-
Contractual Services - Other	133,320	18,640	-	-	-	40,000
Total Contracts	**228,120**	**184,054**	**262,867**	**30,106**	**6,000**	**49,700**
Operating Expenses						
Bank Service charges	-	3	-	-	-	-
Internet Service (Redi net)	-	335	974	240	-	400
Postage	600	214	424	400	-	400
Telephone	9,360	2,770	2,143	100	-	1,050
Cell Phone	2,640	1,333	1,415	-	-	-
Audit	-	-	-	-	-	-
Advertising	12,198	17,115	61,445	-	-	-
Advertising-Other	3,600	17,226	8,990	7,500	9,291	13,500
IT Hardware/Software Support	480	2,356	-	-	-	-
Promotional	-	-	-	3,000	179	3,000
Health/Wellness	-	-	-	4,500	150	4,500
Dues and Subscriptions	1,440	11,523	7,867	150	-	190
Equipment Rental	-	207	248	-	-	-
Equipment Repair & Maintenance	406	157	-	-	-	-
Computer Repair & Maintenance	-	-	-	-	-	500

Building Maintenance	-	-	348	500	-	-
Property Insurance	5,956	805	-	-	-	-
General and Employee Liability	-	-	-	-	-	-
Civil Rights	-	-	-	-	-	-
Vehicle Insurance	-	-	-	-	-	-
Office Rent	-	-	-	-	-	-
Utilities	2,611	1,858	-	-	-	-
Janitor	3,600	280	-	-	-	-
Printing	4,979	2,908	8,779	1,000	-	500
Copying	-	796	-	800	-	-
Supplies	-	1,396	-	-	-	-
Office Supplies	1,765	3,071	7,396	500	1,106	500
Furniture & Equipment under 5K	23,336	1,877	9,806	-	-	-
Janitorial Supplies	420	270	-	-	-	-
Training/Registration fees	1,200	2,858	3,241	3,025	1,872	3,025
Mileage	3,292	2,236	2,903	280	-	280
Transit Fares/Rental car/Air fare	-	-	2,421	700	-	700
Per Diem-Travel	2,476	-	1,367	280	-	280
Lodging	-	4,509	5,258	800	-	-
Meals & Meeting Expense	1,446	3,088	2,367	-	-	-
Misc Expenses	-	-	226	-	-	-
Computers	-	1,930	1,340	-	-	-
Benches & Signage				-	-	-
TOTAL Operating Admin Expenses	**81,806**	**81,120**	**128,956**	**23,775**	**12,597**	**28,825**
TOTAL EXPENDITURES	**642,176**	**574,130**	**689,232**	**142,732**	**18,597**	**191,069**

Operations - Drivers

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Actuals	FY16 Budget Request
Total Salaries/Benefits	**1,271,688**	**1,548,577**	**1,462,180**	**1,830,147**	**951,452**	**2,112,164**
Other Expenditures						
Internet Service	-	356	1,116	960	1,227	1,060
Postage	600	-	349	370	255	500
Telephone	3,390	3,061	2,910	2,400	1,643	2,900
Cell Phone	521	1,126	1,122	1,760	1,073	1,400
Advertising-Other	-	104	-	-	-	-
IT Hardware/Software Support	480	-	-	-	-	-
Equipment Repair & Maintenance	1,742	-	-	500	-	-
Maintenance Machinery & Equipment	-	-	-	-	-	-
Property Insurance	-	127	-	-	-	-
General and Employee Liability	25,343	-	10,775	11,000	9,225	9,225
Workers' Compensation ins	-	-	-	-	-	-
Utilities	16,303	-	-	-	-	-
Utility Expense Allowance	-	100	40	-	-	-
Uniforms	-	850	-	12,000	10,032	5,000
Drug and Alcohol Testing	360	-	-	1,000	-	1,000
Physicals	1,687	1,419	2,860	2,400	1,292	2,400
Printing	-	99	1,195	500	2,007	1,500
Copying	-	137	13	150	-	-
Supplies	600	203	231	-	-	-
Office Supplies	4,200	1,168	2,402	2,150	1,468	750
Janitorial Supplies	625	-	-	-	-	-

North Central Regional Transit District
FY 2016 Budget Request

Furniture & Equipment under 5K	1,200	1,197	766	500	138	500
Training/Registration	-	843	2,789	700	-	2,000
Mileage	578	-	370	-	-	200
Transit Fees/Rental Car/Air fare	-	-	1,822	1,200	-	1,300
Per Diem	467	-	894	600	355	800
Lodging and Meals	-	-	2,269	840	166	1,500
Lodging	-	-	-	200	589	800
Meals & Meeting Expenses	600	35	9	500	-	500
Misc. Expenses	-	881	48	212,551	16	-
Shop Supplies	-	200	-	-	-	-
Replacement Parts	-	313	-	-	-	-
Vehicle Maintenance - Repair	-	20	-	-	-	-
Supervisors	-	-	-	-	-	-
Drivers	-	-	-	-	-	-
Driver Overtime	-	-	-	-	-	-
Cleaning Bus Allowance	-	-	-	-	-	-
Utility Expense Allowance	-	-	-	-	-	-
Computers	-	1,249		-	-	1,050
TOTAL Operating Expenses	**58,697**	**13,487**	**31,980**	**252,281**	**29,486**	**34,385**
TOTAL EXPENDITURES	**1,330,385**	**1,562,064**	**1,494,159**	**2,082,428**	**980,938**	**2,146,549**

Operations Admin

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Actuals	FY16 Budget Request
Total Salaries/Benefits	**251,633**	**219,265**	**153,720**	**256,679**	**172,243**	**344,563**
All other Expenses						
Internet Service	-	335	867	720	520	780
Postage	106	12	259	200	189	400
Telephone	651	2,478	2,160	2,000	1,217	2,100
Cell Phone	203	1,281	997	774	566	624
Contractual Services	-	(521)	-	-	-	-
IT Hardware/Software Support	480	-	-	-	-	24,075
Dues and Subscriptions	-	50	-	-	-	-
Equipment Rental	1,926	725	-	-	-	-
Equipment Repair & Maintenance	431	-	-	700	-	700
Building Maintenance	-	-	16	-	-	-
Maintenance Machinery & Equipment	-	283	-	-	-	-
Utilities	2,710	276	-	-	-	-
Printing	430	1,862	1,719	1,500	769	1,200
Copying	-	153	-	-	-	-
Supplies	-	510	206	-	-	-
Office Supplies	5,040	1,551	932	1,400	1,678	1,400
Furniture & Equipment under 5K	2,921	-	7,598	-	-	-
Janitorial Supplies	-	310	-	-	-	-
Training/Registration	154	2,249	469	700	498	1,095
Travel X Do NOT USE ELIMINATED	-	452	-			-
Mileage	-	492	840	200	980	650
Transit Fees/Rental Car/Air fare	-	-	989	1,000	585	1,200
Per Diem	1,151	101	622	612	220	950
Lodging	-	2,534	1,338	980	863	1,600
Meals & Meeting Expenses	-	417	43	250	177	250

Misc. Expenses			31			-
Oil and Lubricants	-	3	-			-
Fuel	-	-	-	-	29	-
Cell Phone	-	104	-			-
Computers	-	1,644	4,217	-	-	1,550
Total Other Expense	**16,200**	**17,300**	**23,302**	**11,036**	**8,290**	**38,574**
TOTAL EXPENDITURES	**267,833**	**236,565**	**177,023**	**267,715**	**180,533**	**383,137**

Fleet - Building

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Actuals	FY16 Budget Request
Total Salaries/Benefits	**60,980**	**80,172**	**126,964**	**143,943**	**78,831**	**179,766**
Contractual Services						
Contractual Services	-	2,164	-	27,600	-	-
Contractual Services Other						21,586
Janitor-Contract	-	19,368	23,690	-	13,830	24,000
Security Monitoring	-	-		-	-	300
Pest control		-		-	-	2,000
TOTAL Contracts	**-**	**21,532**	**23,690**	**27,600**	**13,830**	**47,886**
Other Expenses						
Internet Service	480	127	549	700	338	600
Postage	-	-	168	200	123	200
Telephone	2,563	1,533	1,398	720	791	1,375
Cell Phone	125	862	1,062	1,248	371	1,212
Advertising			270	-	-	-
IT Hardware/Software Support	-	-	-	3,000	-	3,000
Equipment			785	-	-	-
Equipment Rental	-	203	1,725	1,000	-	1,000
Equipment Repair & Maintenance	360	694	445	1,000	-	1,000
Building Maintenance	380	12,224	8,337	15,000	16,168	15,000
Maintenance Machinery & Equipment	132	2,906	6,564	2,000	-	2,000
Insurance	1,960	3,600	-	-		-
Property Insurance	-	4,829	6,670	7,000	6,670	7,210
General and Employee Liability	-	21,119	10,775	11,000	9,225	9,225
Civil Rights	74,721	3,311	3,311	3,311	3,311	3,311
Vehicle Insurance	3,840	54,960	56,058	68,000	56,863	72,100
Snow Removal (MA Agora)	4,200	-	-	6,000	-	-
Utilities	-	22,554	25,299	25,000	17,060	25,000
Utility Expense Allowance	-	20	-			-
Uniforms	-	690	-	300	787	500
Physicals	2,052	996	-	300	-	300

Fleet - Building

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Actuals	FY16 Budget Request
Printing	-	-	652	600	556	835
Office Supplies	180	1,104	694	700	451	700
Furniture & Equipment under 5K	420	992	372	2,000	1,958	2,900
Janitorial Supplies	-	2,714	1,000	1,000	-	-
Training/Registration fees	324	200	200	2,300	-	800
Mileage	344	16	1,438	50	-	400
Transit Fares/Rental car/Air fare	-	-	-	400	-	700
Per Diem-Travel	-	-	173	700	-	700
Registration fees	-	-	-			-
Lodging	-	859	918	1,380	242	900
Meals & Meeting Expense	-	27	37	700	-	-
Misc Expenses	328,291	6	347	-	-	-
Fuel	-	403,635	410,199	447,724	233,192	449,334
Cell Tower Rental Fees	6,706	3,177	7,803	9,000	-	8,000
Shop Supplies	10,323	8,122	7,596	6,000	4,380	6,500
Oil and Lubricants	-	15,107	14,920	14,600	7,027	15,000
Hazardous Waste Disposal	29,970	-	-	-	-	-
Replacement Parts	11,903	64,181	65,908	75,500	48,247	76,000
Tires	58,588	49,559	26,771	29,500	28,644	34,000
Vehicle Maintenance - Repair	4,680	61,550	88,310	89,500	61,000	89,400
Painting	-	2,891	3,636	5,000	-	5,000
Building Maintenance			249			-
Buildings			-			-
Computers	-	2,499	-	-	-	-
Benches and Signage	-	5,289	-	1,000	-	2,000
Bus Shelters	-	48,912	-	-	-	-
Mobile Radios	-		-	2,000	348	2,500
TOTAL other Expenses	**542,543**	**801,467**	**754,640**	**835,433**	**497,753**	**838,702**
TOTAL EXPENDITURES	**603,523**	**903,171**	**905,294**	**1,006,976**	**590,414**	**1,066,354**

Operation Non-RTD

Non-RTD operations	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	Actual YTD	FY16 Budget Request
Non-RTD Railrunner	$ 1,979,700	$ 2,013,811	$ 2,102,178	$ 2,100,000	$ 1,132,156	$ 2,100,000
Non-RTD Los Alamos County	1,303,870	1,332,081	1,344,173	1,361,820	357,662	1,380,700
Non-RTD City of Santa Fe	967,630	981,932	940,921	953,274	684,619	966,490
TOTAL EXPENDITURES	**$ 4,251,200**	**$ 4,327,824**	**$ 4,387,272**	**$ 4,415,094**	**$ 2,174,437**	**$ 4,447,190**

Capital

Captial Expenses	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Actual YTD	FY16 Budget Request
Furniture & Equipment under 5K	-	97,328	-	-	-	-
Capital Expenses	-	27,282	-	-	222	
Buildings	1,486,574	224,891	5,916	262,500	-	-
Office Additions/Buildings	-	-	-	-	-	15,000
Bus DVR Replacements	-	-	-	-	-	25,000
Emergency Electrical Generator	-	-	-	-	-	65,000
Solar Lighting Bus Shelters/Stops	-	-	-	-	-	50,000
Furniture & Fixtures	39,962	-	-	-	-	-
Other Capital Expenses	69,881	11,032	1,000	265,383	177,092	-
AVAL Bus Reporting system	-	-	359,810	-	-	-
Benches and Signage	-	10,241	185	-	-	-
Fleet - Vehicles-Commuter	-	-	-	-	-	30,000
Passenger Bus	771,070	378,530	311,678	896,945	103,650	-
28 Pasgr. Bus	-	-	-	-	-	
8 Pasgr. Bus	-	-	-	-	-	53,500
8 Pasgr. Bus	-	-	-	-	-	53,500
12 Pasgr. Bus	-	-	-	-	-	51,185
12 Pasgr. Bus	-	-	-	-	-	51,185
13 Pasgr. Bus	-	-	-	-	-	77,000
13 Pasgr. Bus	-	-	-	-	-	77,000
18 Pasgr. Bus	-	-	-	-	-	74,734
18 Pasgr. Bus	-	-	-	-	-	74,734
Skid Steer Loader attachments	-	-	-	-	-	5,000
Bus Shelters	29,642	-	30,974	50,000	-	-
Mobile Radios	19,408	48,912	3,876	-	-	
Bus Stops Surface Improvements (varies)	-	-	-	-	-	10,000
TAP ADA Construction Bus Stops (FY15)	-	-	-	-	-	165,000
TAP ADA Construction Bus Stops (FY16)	-	-	-	-	-	360,000
TOTAL EXPENDITURES	**$ 2,416,537**	**$ 798,217**	**$ 713,439**	**$ 1,474,828**	**$ 280,965**	**$ 1,237,838**

Finance Subcommittee

Meeting March 27, 2015

9:00 a.m.

Board Members Present: *Councilor Pete Sheehey – Los Alamos County (Telephonically)***,** *Leandro Cordova - Taos County (Telephonically), Commissioner Miguel Chavez – Santa Fe County (Later - Telephonically)*

Staff Present: *Anthony Mortillaro – Executive Director, Michael Kelly – Transit and Facilities Operations Director, Stacey McGuire – Projects and Grants Specialist, Dalene Lucero – Executive Assistant*

Guest(s) Present*:*

Absent: *Commissioner Alex Naranjo - Rio Arriba County, Tim Vigil – Pueblo of Pojoaque*

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order on the above date by Mr. Mortillaro at 9:05 a.m.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Discussion and Review of the NCRTD Quarterly Investment Report

Mr. Lopez went over the Quarterly Investment Report as of December 31, 2014. He then referenced page four (4) of the document stating that 47% of the District's investment portfolio consisted of ten (10) 12-month Certificate of Deposits (CDs) with Los Alamos National Bank; seven (7) of which were extended for an additional 12 months, whereas the initial agreements ranged from three (3) to nine (9) months.

Mr. Lopez moved on, stating that the District also had two (2) 9-11 month CDs; one with a term of ten (10) months and the other with a term of eleven (11) months. He noted that they too, were with Los Alamos National Bank, in which they currently made up 8% of the District's investment portfolio.

Mr. Lopez continued, stating that the District had two (2) 6-8 month CDs; one with Guadalupe Credit Union and the other with US New Mexico Federal Credit Union. Both CDs currently hold a term of six (6) months and make up 8% of the District's portfolio. Mr. Lopez went on to mention the New Mexico Federal Credit Union has the highest earned income at a rate of .70%, earning the District a total of $1,287.73 interest.

Mr. Lopez proceeded, stating that the District had one (1) 3-5 month CD with Sunrise Bank/Grants State bank. This makes up a total of 4% of the District's investment portfolio and held a term of three (3) months. Lastly, the District's investment in LGIP, made up a total of 32%.

Mr. Cordova asked if there were any plans to invest in additional CDs at New Mexico Federal Credit Union at the .70% rate, and if the rate was still available to get a higher return.

Mr. Mortillaro stated that he and Ms. Glenda Aragon went to New Mexico Federal Credit Union to discuss future investments. He noted that NMFCU would not collateralize the funds, because the maximum amount they cover is a quarter of a million dollars and if they did collateralize, they would have lowered the interest rate.

Mr. Cordova thanked Mr. Mortillaro for answering his question.

Mr. Lopez continued, stating that the average rate of return is .39%. He went on, stating the District initially invested $5,975,492, ranging from $250,000 to $2.8 million. The total earnings from interest total $12,555.67 since inception of the investment program. The current quarter from October through December of 2014 earned a total of $3,904.99 in interest. Thus, the investment balance as of December 31, 2014 is $5,988,047.67.

Mr. Mortillaro noted that there was approximately $1.3 million in the operating account. Therefore, the total amount of reserves is approximately $7.2 million.

Mr. Cordova commended staff.

Mr. Mortillaro stated that the District may have to look in to operating account because some of the funds may have to be swept into another CD.

Mr. Cordova asked how often the operating account was looked at.

Mr. Lopez stated that it was done almost daily.

It was recommended that the Finance Committee discuss and review the information presented in relation to the LGIP and the Certificate of Deposit Investment report, and recommend the Board of Directors review the information presented.

Councilor Sheehey made a motion to approve Staff's recommendation as presented. Mr. Cordova seconded the motion and it passed by unanimous voice vote (3-0).

B. Minutes from February 27, 2015

Mr. Mortillaro asked the Finance Subcommittee to review and approve the minutes from February 27, 2015.

Councilor Sheehey noted that although he was not at the meeting, Mr. Philo Shelton attended in his place. He went on, stating that he trusted that the minutes were accurate. However he then requested copies of the spreadsheets mentioned during the discussion of potential opportunities with the Taos Chili Line.

Mr. Mortillaro agreed to get Councilor Sheehey copies of the documents. He then went on to state that Staff met with the Taos Town Council on Tuesday in a study session, as well as reviewed the consolidation proposal.

The same day the Town Council unanimously voted for Staff to commence the negotiations of the development of a consolidation agreement and maintenance agreement to be brought to their Town Council. Mr. Mortillaro noted that the Town of Taos wanted to move forward with this, and although the NCRTD Board has not yet voted on it, the item would be on the agenda for the April 10th Board meeting.

Further discussion went on regarding this item.

Commissioner Chavez made a motion to approve the minutes from February 27, 2015, subject to any future changes. Mr. Cordova seconded the motion and it passed by unanimous voice vote (3-0).

MATTERS FROM THE SUBCOMMITTEE

Mr. Mortillaro noted that information regarding service to Ski Santa Fe would also be presented at the April 10th meeting and that most entities involved have committed financially.

Mr. Mortillaro went on to mention that the next Finance Subcommittee would be held to discuss the draft budget. He then requested that Board members try to be physically present to attend the meeting.

ADJOURN

The Finance Subcommittee meeting was adjourned at 9:26 a.m.

The next Finance Subcommittee meeting will be held on April 24, 2015 at 9:00 a.m.